

## Emergency Services, 9-1-1 Communications Officer

If you are looking for work that is intense, satisfying, fast paced, as well as doing something where **“you” really do make a difference in “your”** community.

The Gunnison Communications Center is seeking qualified applicants to fill an Emergency Services Communications Officer position.

**GENERAL DESCRIPTION OF DUTIES:** Performs public contact and communications duties necessary for the dispatching of all law enforcement, emergency medical services, and fire departments in Gunnison and Hinsdale Counties. Re-directs incoming phone traffic, and serves as the after hours answering point for a variety of emergency and non-emergency customer agencies or services. This position involves rotating shift work. An Emergency Services Dispatcher job description is available upon request.

**EDUCATION AND EXPERIENCE:** High School diploma or GED. Previous dispatching experience helpful but not required.

**JOB REQUIREMENTS:** Candidates must successfully complete the department's training program and obtain NCIC/CCIC Terminal Operator certification with-in six months of employment, as well as EMD Certification (Emergency Medical Dispatching). Applicants must pass a thorough background investigation. Applicants with a record of conviction for serious misdemeanors or felony crimes will be disqualified. Applicants must demonstrate a proficiency in computer keyboarding, and live with-in a 30 minute response time of the Gunnison City Limits, must demonstrate clear cut ability to be a team player with interpersonal skills a must. Complete written and computerized tests.

**2010 ENTRY LEVEL SALARY (ANNUAL):** \$32,500 TO \$43,900 D.O.Q., PLUS BENEFITS.

### **APPLICATION REQUIREMENTS:**

- X **Completion of Dispatcher Application, available at the Communications Center in the County Building, 200 N. Iowa, or at the Gunnison Police Department, 201 W. Virginia Ave.**
- X **Resume**
- X **Cover letter of 200 words or less explaining your qualifications for this position**
- X **THE APPLICATION, RESUME AND COVER LETTER MUST BE SUBMITTED TOGETHER. NO OTHER FORMS OF APPLICATION WILL BE ACCEPTED. FAILURE TO PROVIDE ALL REQUESTED INFORMATION WILL BE GROUNDS FOR DISQUALIFICATION FROM THE HIRING PROCESS.**

Application packets must be received in communications or records office. **Position will be open until filled**, qualified and selected applicants will be notified of test dates.